

# Façade Assistance Program Application 2011-12

City of Alameda Economic Development Department

2263 Santa Clara Ave, Alameda, CA 94501

Program Contact: Sue G. Russell (510) 747-6894 or (415) 410-7747

Email: [srussell@ci.alameda.ca.us](mailto:srussell@ci.alameda.ca.us)



<b>Property Address:</b>  <b>Eligibility (check one)</b>  Park St. Business District <input type="checkbox"/> Webster St. Business District <input type="checkbox"/> Historic Train Station <input type="checkbox"/>	<b>Applicant:</b>  Grant check payable to:  Mailed to:  Email address: Phone: Cell phone:	Owner  or  Tenant  circle one
<b>Grant requested – circle one</b> \$7500                  \$15,000		<b>Total grant request:</b>
<b>Primary grantee status - circle one &amp; fill in corresponding information:</b>  <ul style="list-style-type: none"> <li>• corporation ..... Federal Tax I.D. # _____</li> <li>• sole proprietor .... Social Sec. # _____</li> <li>• partnership ..... “                  “ _____</li> </ul>		

## APPLICATION PROCESS – See “Summary of Steps” Sheet attached.

- Step One:** Prior to formally submitting an application, an applicant should meet with Economic Development Department (EDD) staff and/or your Business Association representative to discuss the project.
- Step Two:** Submit **complete** application to Sue G. Russell, Economic Development Department, Room 120, 2263 Santa Clara Ave., Alameda, CA 94501.
- Step Three:** A committee consisting of the Executive Directors of the Park Street and West Alameda Business Associations, a Greater Alameda Business Association representative and city staff from EDD & Planning & Building will review the application. The committee may: 1) approve, 2) disapprove or 3) approve with conditions.
- Step Four:** An Award, granting the funding along with a Scope of Work, is issued by the EDD. Façade Grantees sign and retain one copy, agreeing to carry out the work as described in the Scope of Work.
- Step Five:** Secure all Planning & Building Department permits prior to the start of any work.

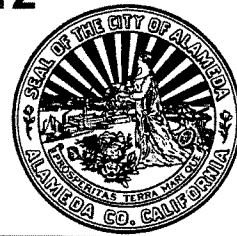
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6. **Step Six:** Carry out the work set forth on the approved Scope of Work and file for reimbursement at the conclusion of the project.

## GRANT AMOUNTS:

- **Level One:** 80% of eligible costs up to \$7,500 for non-architectural items such as paint, signs, awnings.
- **Level Two:** 80% of eligible costs up to \$15,000 for any and all items from Level One and additionally, the restoration of architectural elements such as transom windows, storefronts, and other architectural details.

Eligible costs include actual construction work, architect or colorist's fees, City Design Review fees and permits.

**PAYMENTS:** Payments are reimbursable only and not made in advance. After work is complete in accordance with the approved Scope of Work, paid invoices should be submitted to the Façade Grant Program. **All City-related fees and permits must be finalized before payment made.** The Façade Grantee must leave funded improvements unchanged and in place for three years unless written permission from the City is received. Failure to do so will obligate the applicant to either refund the City the pro-rata portion of the grant.

**PROJECT DESCRIPTION:** Attach a complete description of your proposed project. Sketches, photos, paint colors, awning fabric, etc. are necessary to fully explain what you propose so that the Façade Review Committee can understand your project. Your application is not considered complete without a full project description.

\_\_\_\_\_  
Applicant & Date

\_\_\_\_\_  
Property Owner signature if applicant is not also owner & Date



**APPLICANT: STOP HERE. RETURN THE APPLICATION. THE REST OF THE APPLICATION WILL BE FILLED OUT AFTER THE GRANT IS AWARDED.**

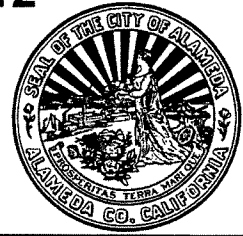
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Accepted as completed application: \_\_\_\_\_

Façade Assistance Program Committee:

Approval ☐ Disapproval ☐ \_\_\_\_ day of \_\_\_\_\_, 2011

For a grant equaling 80% of eligible project costs up to \_\_\_\_\_

Total grant funds: \_\_\_\_\_

Encumber Funds: \_\_\_\_\_ Date: \_\_\_\_\_

Façade Assistant Program manager

**City participates in project costs at an 80/20 rate:**

For a grant of:

Grantee must spend:

7,500.00	0.8	\$9,375.00
15,000.00		\$18,750.00
22,500.00		\$28,125.00
30,000.00		\$37,500.00

Formula: Grant Amount divided by 80 percent

**For every \$2.00 the grantee spends, the City will match with \$8.00.**

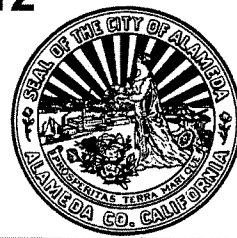
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## AWARD TERMS & CONDITIONS:

- **Have all City Permits before work begins. Consult with City of Alameda Planning and Building Department, Permit Center, Room 190, City Hall, 2263 Santa Clara Avenue, Alameda, CA (510.747.6800) to determine permit requirements. Initial: \_\_\_\_\_**
- The grant is **reimbursable, not paid in advance**. Submit paid invoices for reimbursement. Initial: \_\_\_\_\_
- Bills for reimbursement must be "reasonable" and within a range considered typical for the type of work carried out. Grantee agrees to seek multiple bids to the extent possible. Initial: \_\_\_\_\_
- Eligible project costs include work to accomplish the attached Scope of Work and City of Alameda Permit fees. Initial: \_\_\_\_\_
- Comply with all applicable codes and regulations. If you get new signage with grant funds, you must remove your current signage unless an exception is made at the beginning of the grant application process. Initial: \_\_\_\_\_
- Complete your project in keeping with the attached Scope of Work. Failure to do so could jeopardize your reimbursement. Initial: \_\_\_\_\_
- Complete your project and request reimbursement within 180 days of your signing the acceptance of terms and conditions. Initial: \_\_\_\_\_
- Display the City of Alameda's Façade Assistance Program Poster prominently during your construction phase. Initial: \_\_\_\_\_

I accept the terms and conditions listed above.

\_\_\_\_\_  
Signature & Date

Date your grant expires: \_\_\_\_\_

Federal Tax Employer I.D. #: \_\_\_\_\_

Type of Ownership:    ☐ Sole Proprietor    ☐ Partnership    ☐ Corporation

Reimbursement check should be payable to:

\_\_\_\_\_

Permits you will need:

\_\_\_\_\_ Minor Design Review

\_\_\_\_\_ Building

\_\_\_\_\_ Signage

\_\_\_\_\_ Encroachment

\_\_\_\_\_ Other: